

HeadsUp!



A new distance learning college course for the early childhood community

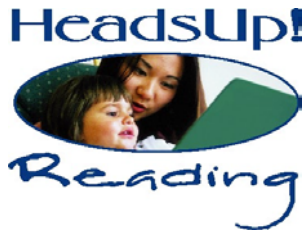
Guide to Student Credit In Nebraska

How
HeadsUp! READING
Can Help You Advance Your
Professional Development Goals

***HeadsUp! Reading* is brought to you by the National Head Start Association
in collaboration with RISE Learning Solutions™ and
the Council for Professional Recognition.**



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Guide to Student Credit

How You Can Use *HeadsUp! Reading* to Advance
Your Professional Development Goals

HeadsUp! Reading is a new distance learning college course for the early childhood community. The course has been designed to be flexible. You can use the course to increase your knowledge and improve your practice with young children. Or, you can earn credits and use the course in a variety of ways to meet your professional development goals. This guide provides six different models for using *HeadsUp! Reading* to advance your professional development.

You can earn CEU's, state inservice training hours AND college credits for your participation in *HeadsUp! Reading*.

1. Meet clock hour requirements for Nebraska child care licensing inservice requirements.
2. **Obtain continuing education hours/units (CEUs) to meet professional or state training requirements. The Early Childhood Training Center is offering CEU's in Nebraska.**
3. **Apply the CEUs to renewal of a CDA.**
4. **Apply the hours to an initial CDA Credential.**
5. **Take *HeadsUp! Reading* for college credit at a Nebraska college (see website www.nde.state.ne.us/ECH/partcolleges.html or at the University of Cincinnati or Nova Southeastern University. You must enroll with the college to receive credit for *HeadsUp!Reading*.**
6. **Work with your college to offer *HeadsUp! Reading* for credit either as their early literacy course, or as an independent study course or an elective. You must enroll with the college to receive credit for *HeadsUp! Reading*.**

IMPORTANT: To receive credits, your attendance at classes must be documented. Use the CEU form in this guide each quarter for your participation at that quarter's classes and have your facilitator sign it after each class. Your center director or training coordinator should also sign it at the end of each quarter.

Costs

Costs for credits will vary based on the type of credit and the institution offering the credits.

Costs for Credits	
College credit	Check with the college or university you will get the credits from for their fee schedule
CDA Credential	\$18.50 for the application \$325.00 for the direct assessment for the initial CDA. (The initial CDA expires after 3 years.) \$50 for each renewal: renewals expire every 5 years.
CEUs	\$20 per CEU form if applying through National Head Start Association. Each form includes up to eight classes. Nebraska participants can also be awarded CEU's (at no cost) through the Early Childhood Training Center. See form enclosed with this guide.

Financial Aid

Students should explore ways to secure financial aid to defray tuition costs. Each college has a Financial Aid Office. Another excellent source for information about student financial aid is The Department of Education website: <http://www.ed.gov/offices/OSFAP/Students/>.

Financial Aid in Head Start

If you work in a center-based **Head Start** program, training funds have been allocated for teachers to get the college credit they may need to meet the national 1998 Head Start Reauthorization Mandate. The increased funds should be applied for through a supplemental funding request. Head Start Grantees must apply to their Administration of Child, Youth and Families Regional Office where funds for this purpose have been allocated.

Questions on this Program Instruction should be referred to your Regional Office. The term Regional Office includes the American Indian and Migrant Programs branches.

Financial Aid in Head Start, continued

Funds will be allocated through a formula using data that grantees reported in the June, 1998 Program Information Report (PIR) about the number of their teachers with college degrees. Specifically, each grantee will be given an allocation of:

- One thousand three hundred dollars (\$1300) for each teacher employed by the grantee, as of June 1998 who did not have either a college degree in Early Childhood Education or a degree in a related field with a State certificate.
- Three hundred dollars (\$300) is allowed for each teacher reported in the June, 1998 PIR who already has either an ECE degree or a degree in a related field with a State certificate. This recognizes the need to provide training and/or salary enhancement opportunities to all teachers, including those which already meet the statutory requirements.
- These funds can be used:
 - ✓ For payment of costs of courses that lead to appropriate degrees, as defined in the ACF *Quality Improvement Funds to Increase the Number of teachers with College Degrees* Program Instruction, including tuition, fees, and materials.
 - ✓ For the costs to support teacher's access to and success in completing courses and degrees, including transportation, release time, substitutes, etc.
 - ✓ Increases in teacher's compensation that are tied to achievement of AA, BA or advanced degrees or designed to attract and retain individuals that have attained those degrees.
 - ✓ To provide additional training to teachers who already have qualifying degrees.

All grantees, other than those in which virtually all teachers already have qualifying degrees, are expected to use their allocation primarily to increase, over time, the number of teacher with qualifying degrees. However, the exact amount which is devoted to this purpose and the amount, if any, which is devoted to providing more training to staff already meeting the statutory requirements needs to be based on a reasonable assessment by each grantee of its needs. In their funding proposals, grantees should explain how much of their allocation they are proposing for each purpose and how the funds will be used for each purpose.

For more information, contact your regional office.

Option 1: Meet clock hour requirements for Nebraska child care licensing.

A certificate of completion will be provided for the participant at the conclusion of each quarter. *Contact your training coordinator or program director for information on how to submit your hours for annual inservice requirements for license renewal.*

Option 2: Obtain CEUs (continuing education hours/units) to meet state, professional or other training requirements

Students participating in *HeadsUp! Reading* who complete the necessary paperwork and follow the process outlined below can receive Continuing Education Units (CEUs). CEUs are a standard way to measure adult education and training activities. Many states and professional organizations (for teachers, doctors, lawyers, and others) require those professionals to complete specific numbers of hours of continuing education on a regular basis.

- Only certain organizations are allowed to award CEUs for their training and are required to follow specific procedures. The National Head Start Association is a member of the International Association for Continuing Education and Training (IACET) and is one of 650 organizations that can award CEUs. Nebraska's Early Childhood Training Center also awards early childhood CEU's.
- Students receive one (1) CEU for every ten hours of training (contact hours). For *HeadsUp! Reading*, this is five (5) classes.
- For *HeadsUp! Reading*, students must participate in at least five (5) classes to receive CEUs.
- Please note that CEUs will not be awarded to those who participate in fewer than 5 classes (10 hours).
- Facilitators can earn CEU's for participating fully in the course. They need the authorization (signature on the CEU form) of their center director.
- CEUs are awarded as follows:

Classes/ Training attended	Contact hours	CEUs
5	10	1
6	12	1.2
1 st fall quarter of 8 classes	16	1.6
1 st & 2 nd quarters of 15 classes	30	3
The entire course of 22 classes	44+ 1 hour assignment	4.5
Students who participate in all 44 hours and complete the "CEU assignment" eligible for a total of 4.5 CEUs. These may be used for CDA renewal or other purposes.		

The following procedure must be followed in order for CEU's to be processed through the Early Childhood Training Center.

- ✓ Completed form for each student at the facilitation site.
- ✓ Completed action planning activity from the *HeadsUp! Reading* website
- ✓ Sign the attendance form at your facilitation site for each session that you attend.

The following must be submitted in order for CEUs to be processed through the National Head Start Association:

- An agency check, cashier's check or money order for \$20 per form
- (NOTE: the National Head Start Association only accepts agency, cashier's or certified checks. No personal checks can be accepted.)
- Completed form for each student
- Completed action planning activity from the *HeadsUp! Reading* website

Center Staff Process & Procedures

1. For CEUs to be awarded, students earning CEUs via distance education must receive the training in a supervised environment.
2. The *HeadsUp! Reading* training site must have an on-site facilitator to supervise the training activities of all those who participate in the class at that center.
3. The facilitator must sign the CEU Application Form (attached) for each student, after every class to document that each student attended each class. In addition, your director or training coordinator must co-sign the CEU Application Form.
4. Each student needs to complete the action planning activity on the website for each class and submit it with the CEU application.
5. The form must then be mailed to NHSA with completed action planning activities for each class and payment as described below. If applying for CEU's through Nebraska's Early Childhood Training Center, mail to the Early Childhood Training Center.

Student Process and Procedures To Earn CEUs

1. Obtain the official CEU form prior to the first class. This form is available from your facilitator (*See sample attached*)
2. After participating in the *HeadsUp! Reading* classes, each student must complete the corresponding evaluation form to assess learning outcomes. This form is available from the facilitator.
3. Students must obtain an original signature from their pre-assigned facilitator after participating in each *HeadsUp! Reading* class. Then the form must be signed by the center's director or training coordinator. The NHSA or ECTC CEU form is used to verify attendance.
4. Each student needs to complete the action planning activity on the website for each class and submit it with the CEU application.
5. Once both the CEU and evaluation forms are completed, mail them along with payment of \$20 (agency check, cashier's check or money order) per form and the action planning activity from the *HeadsUp! Reading* website for each student to address below.

6. An official NHSA/ IACET certificate will be mailed to the center within 30 days of receipt of the forms and payment.

HeadsUp! Network
c/o the National Head Start Association
1651 Prince Street
Alexandria, Virginia 22314

7. If applying for early childhood CEU's through the Early Childhood Training Center, follow steps 1-4 above and using the CEU Application (same form as that being used for NHSA CEUs) send to:

Early Childhood Training Center
6949 South 110th Street
Omaha, NE 68128-5722
Fax: 402.597.4828

National Head Start Association

Member
International Association for Continuing Education and Training



CEU APPLICATION

CREDITS AWARDED: 1 CEU for every 10 hours of training

Student name		
Center name		
Street address		
City, state, zip code		
Telephone	FAX	e-mail
Facilitator Name		Facilitator Phone Number/Extension

CEU Calculation: The number of training hours multiplied by .1 is the number of CEUs

A few examples of how many CEUs students can receive are listed below—please note that these are only some of the options.

Classes/ Training attended	contact hours	CEUs
5	10	1
1 st fall quarter of 8 classes	16	1.6
1 st & 2 nd quarters of 15 classes	30	3
The entire course of 22 classes	44+ 1 hour assignment	4.5
Students who participate in all 44 hours and complete the “CEU assignment” are eligible for a total of 4.5 CEUs. These may be used for CDA renewal or other purposes.		

DATE	CLASS/ TRAINING TITLE	FACILITATOR SIGNATURE	# of hours
			Total Hours x .1 = Total CEUs

I verify that the information presented on this form is accurate and complete.

CENTER DIRECTOR/ TRAINING COORDINATOR SIGNATURE	PRINT NAME	DATE

<p style="text-align: center;"><u>Instructions</u></p> <p>1. Complete this form, with signatures.</p> <p>2. Complete the action planning activity on the website for each class.</p> <p>3. Mail the completed form and the action planning activity for each quarter with an agency check, certified check or money order for \$20 to:</p> <p>HeadsUp! Network, c/o the National Head Start Association, 1651 Prince Street, Alexandria, Virginia 22314</p> <p><u>OR</u> for Nebraska CEU's to:</p> <p>Early Childhood Training Center, 6949 South 110th Street, Omaha, NE 68128-5722.</p>
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For NHSA Reviewer Use Only

DATE RECEIVED	APPROVED	DENIED	PAYMENT RECEIVED
DATE CERTIFICATE MAILED	REVIEWER'S SIGNATURE		

Option 3: You are renewing your CDA Credential

The Child Development Associate (CDA) is a credential for persons who meet the specific needs of children and who, with parents and other adults, works to nurture children's physical, social, emotional, and intellectual growth in a child development framework. The CDA Credential is awarded to childcare providers and home visitors who have demonstrated their skill in working with young children and their families by successfully completing the CDA assessment process. One of the requirements for renewing a CDA credential is to complete a 3-hour college course, or 4.5 CEUs.

**The initial CDA expires after three (3) years.
Each subsequent renewal expires after five (5) years.**

Costs

\$18.50 for the CDA application

\$325.00 for the direct assessment

The requirement for the 44 contact hours of education may be satisfied with either hours in the areas identified on the previous page, or with CEUs. The CEUs must be issued by (under the auspices of) an agency or organization with expertise in early childhood teacher preparation. The National Head Start Association (NHSA) is such an agency. The sponsoring agency or organization (where the student takes the course) must provide verification of the student's attendance and participation, in the form of a transcript/certificate/letter. See the CEU form and instructions in this guide for more information.

The Council for Professional Recognition (the Council) operates the CDA program and can provide complete materials and information on this important national effort to credential qualified caregivers who work with children from birth through age five.

Contact the council as follows if you need further information:

Council for Professional Recognition

2460 16th Street, NW
Washington, DC 20009-3575
(800) 424-4310
(202) 265-9090
Fax - (202) 265-9161
Website: www.cdacouncil.org

Option 4: Apply the credits toward an initial Child Development Associate (CDA) Credential

The Child Development Associate (CDA) is a credential given to a person who is able to meet the specific needs of children and who, with parents and other adults, works to nurture children's physical, social, emotional, and intellectual growth in a child development framework. The CDA Credential is awarded to child care providers and home visitors who have demonstrated their skill in working with young children and their families by successfully completing the CDA assessment process. The credential must be renewed every three (3) years.

To be eligible for a CDA, a person must:

- ✓ Be 18 years of age or older
- ✓ Hold a high school diploma or equivalent
- ✓ Have at least 480 documented hours of experience working with children in the past 5 years
- ✓ Completed 120 clock hours of formal child care education within the past five years, with no fewer than 10 hours in each of eight subject areas.

Costs:

\$50 for each renewal: renewals expire every 5 years.

Enroll with the Council for Professional Recognition to begin your CDA work. The Council for Professional Recognition (the Council) operates the CDA program and can provide materials and information on this important national effort to credential qualified caregivers who work with children from birth through age five.

Council for Professional Recognition

2460 16th Street, NW, Washington, DC 20009-3575

(800) 424-4310 (202) 265-9090

Fax - (202) 265-9161

Website: www.cdacouncil.org

Those who complete *HeadsUp! Reading* and the assignment can earn 4.5 CEUs toward their CDA renewal requirement. *HeadsUp! Reading* classes apply to the CDA renewal requirements as follows:

Topic	Hours
Planning a safe, healthy, learning environment	2
Steps to advance children's physical and intellectual development	18
Positive ways to support children's social and emotional development	6
Strategies to establish productive relationships with families	4
Observing and recording children's behavior	6
Principles of child growth and development	8
TOTAL	44

Option 4: Apply the credits toward an initial Child Development Associate (CDA) Credential, continued.

The requirements for 120 clock hours of education may be for credit or noncredit and must be under the auspices of an agency or organization with expertise in early childhood teacher preparation. The National Head Start Association (NHSA) is such an agency. The sponsoring agency or organization must provide verification of the person's attendance and participation in the form of a transcript, certificate, or letter.

Option 5a: Take *HeadsUp! Reading* as part of an associate degree at the University of Cincinnati



The University of Cincinnati (UC) offers an associate of sciences degree in early childhood education over Direct Broadcast Satellite television, and *HeadsUp! Reading* is a part of the degree program.

You must enroll to receive credit for *HeadsUp! Reading*.

Cost:

The course costs \$132 for each credit hour, or a total of \$396 for three (3) credit hours. The admissions fee has been waived for this course.

Get to Know the University of Cincinnati:

Visit the “Orientation to Distance Learning” section on the University of Cincinnati's website to become familiar with how the degree program works. You will need access to a computer that is connected to the Internet to complete the degree program. Many public libraries, business centers and commercial copy centers, as well as community colleges and other schools have computers available.

To earn credit for *HeadsUp! Reading*:

- Register for the degree program
- Participate during the classes via the HeadsUp! Network
- Complete additional work assignments on the UC website (approx. 16 total hours of work)
- Keep in contact with your instructor and submit assignments as instructed
- Interact through real time chatting or a class notice board, via the Internet-based classware system or via other means

Applying to UC/ECLC Online:

The easiest way to be admitted to the AS degree program is to apply via the Internet at www.ucollege.uc.edu/eclc and click on Apply to ECLC. Fill out the form, making sure that you provide information about Educational Plans and Education History. The code for your Major is AAS-DL. Select “University College” from the choice lists. After completing the form online, click “SUBMIT.”

If you would prefer, you can call the college at 1-888-ECLC-NOW to apply over the phone.

Admissions Requirements:

While ACT & SAT scores are not required for admissions, a copy of your high school transcripts or GED certificate is required. The UC website has complete information and instructions for sending or faxing materials to UC. After your application and transcripts are received an advisor will contact you to help you develop a degree plan.

Registration:

After you are admitted to the ECLC program, you need to register for *HeadsUp! Reading*, by completing the *HeadsUp! Reading* registration form on the UC website. Click on the registration link print out the form, complete it and fax it or mail it to the UC address on the form.

If you are waiting for formal admittance to the ECLC program and want to take the course, you need to fill out the Basic Data Form online at www.ucollege.uc.edu/eclc. Complete and print the form, and mail or fax it to UC at the FAX number below.

Textbooks:

You may buy your books online at: <http://www.uc.edu/bookstore/bkhome.htm> or via the NAEYC website at <http://www.naeyc.org>

For complete information about UC's Early Childhood Associate Degree program, contact:

University of Cincinnati

1-888-ECLC-NOW

FAX: 1-513-556-3007

E-mail: ECLC@uc.edu

Website: www.ucollege.uc.edu/eclc

Option 5b: Take *HeadsUp! Reading* as part of an associate degree at Nova Southeastern University



Nova Southeastern University (NSU) offers an associate degree with emphasis in early childhood education (AA/ECE) using classroom and a variety of technologies including the Internet. Students working on this degree at NSU can take *HeadsUp! Reading* as a part of their early childhood degree and earn 9 college credits.

IMPORTANT: you must participate in all *HeadsUp! Reading* classes live as they air in order to receive credit from NSU - watching tapes of the classes does not qualify.

To earn credit for *HeadsUp! Reading*

- **You must enroll to receive credit for *HeadsUp! Reading*.** Complete and submit the required application forms for enrollment in the NSU AA/ECE Degree Program (www.nova.edu/ece). Tuition is \$100 per credit hour plus a one time \$50.00 Application Fee. Applications cannot be processed without this fee.

Online Application to Nova Southeastern University (NSU): Apply via the Internet at www.nova.edu/ece. After admission to the NSU AA/ECE Program, complete the *HeadsUp! Reading* registration form online at www.nova.edu/ece.

You need to register for the following courses as companions to the *HeadsUp! Reading* classes:

ECE 242 FOUNDATIONS OF EARLY LITERACY (3 credits)

This course provides students with the opportunity to explore the emergent literacy process during the early childhood years. Exploration of teaching practices that encourage expressive and receptive language will engage students in field activities.

ECE 252 CREATING AND MANAGING EMERGENT READING ENVIRONMENTS (3 credits)

In this course students will examine selected appropriate classroom reading frameworks for effective language development. Activities to promote formal and informal ways of sustaining language and reading development will be discussed.

ECE 267 EMERGENT LITERACY AND MULTILINGUAL COMMUNITIES (3 credits)

Through this course students will have opportunities to discuss how to acknowledge and support children's native languages as they transition into the acquisition of another language. Cultural contexts, learning strategies, and teacher's role in reading and language learning are explored. Home-school and community connections to language development are discussed through related activities and resources.

Option 5b: Take *HeadsUp! Reading* as part of an associate degree at Nova Southeastern University, (continued)

NSU Application process, continued

- Communicate with the AA support personnel at 1-800-986-3223, ext.8756.
- Attend and participate during the classes via satellite at regularly scheduled times on Wednesdays.
- Complete the additional required activities and assignments from the website (estimated to take about 10 hours per week).
- Participate in classroom discussion using chat room, conference calls.
- Communicate with your instructor via e-mail at the NSU AA/ECE Program website (www.nova.edu/ece) and complete and submit assignments.

Textbooks:

Textbook Purchase: Books can be purchased online from Nova Books at ww.novabook.com.

For more information about Nova Southeastern University, contact:

1-800-986-3223 ext. 8756

Website: www.nova.edu/ece

E-mail: kids@nova.edu

Nova Southeastern University admits students of any race, color, and national or ethnic origin.

Nova Southeastern University is accredited by the Commission on Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number: 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

Option 6: Take the course through University of Cincinnati, Nova Southeastern University or another college/university offering credit and transfer the credits to another college where you are enrolled or plan to enroll

If you take *HeadsUp! Reading* through the University of Cincinnati (UC) or Nova Southeastern University (NSU) with the intent to transfer those credit hours to a degree plan at another college/university, ***we advise that you get assurances from your college that they will accept the credits.*** Each college will also have its own system for transferring credits, and may have limits on the number of hours and types of credits that can be transferred.

The following suggestions may help increase your success with the community college or university where you are enrolled, or plan to enroll, in accepting and transferring the college credits you earned for *HeadsUp! Reading*.

1. **Send the college a complete transcript** that includes the course from the college where you received credit for *HeadsUp! Reading* in order to demonstrate that you have completed all requirements for the course.
2. **Ask your faculty advisor or the chair of the early childhood or child development department, to help in transferring the credits.** Provide your college contact with the following documents, available at www.heads-up.org under the *HeadsUp! Reading* icon:
 - syllabus
 - course matrix
 - faculty biosDemonstrating the rigor and quality of *HeadsUp! Reading* is important.
3. **Verify whether your college offers a course in early literacy.** If they have a similar course, request to substitute *HeadsUp! Reading* for that course.
4. **If the course can *not* be accepted as early literacy classes,** ask to receive credit to satisfy elective or independent study requirements.

Option 6: Work with your college to offer *HeadsUp! Reading* for credit, As their early literacy coursework, as an independent study course, or as elective coursework

Some colleges may be eager to offer a course of the quality and academic rigor of *HeadsUp! Reading*; others may require that students take only courses offered by their faculty. The following suggestions may help you get a community college or university to attach college credit to *HeadsUp! Reading*.

For information about college credit options in Nebraska, see the Nebraska HeadsUp! Reading website at www.nde.state.ne/ECH/partcolleges.htm

1. **Identify the person at the college who can take the course through the proper channels.** Start with your advisor. If you don't have an advisor, meet with the chair of the early childhood or child development department. In some cases you may have to take your request to a dean.
2. **Provide your college contact with the following information about the course**, available at www.heads-up.org under the *HeadsUp! Reading* icon:
 - ✓ Syllabus
 - ✓ Course matrix
 - ✓ Faculty bios
1. **NHSA will work with the colleges** to assure the quality and rigor of the full *HeadsUp! Reading* course, and provide documentation to help them decide whether they will attach credit to the course. If college personnel have questions after reviewing the materials, please refer them to:

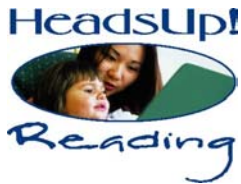
Libby Doggett, Ph.D.
National Head Start Association
1-800-GET-HUTV (438-4888)
Ldoggett@nhsa.org
FAX: 703-739-0878

2. **Once the college has agreed to offer the course**, have the appropriate college staff complete and fax the *HeadsUp! Reading* College Credit Acceptance Form (attached) to Libby Doggett, above.
3. **Find others in your center or community who are also interested in credit from the same college.** Ask the center director, your resource and referral agency, or your regional Head Start QIC about colleges or universities with whom they have relationships. You will be more successful if a group of students seeks to secure college credit for *HeadsUp! Reading*, and if you build on existing relationships.

For more information:

Visit Nebraska HeadsUp!Reading website:

<http://www.nde.state.ne.us/ECH/HeadsUpReadinginNebraska.htm>



College Credit Acceptance Form

HeadsUp! Reading is a new, research-based course on early literacy. The 44-hour course is delivered live via satellite television over 3 quarters. The course provides early childhood practitioners research-based principles for providing children birth to age 6 a strong foundation in early reading and writing within a developmentally appropriate approach. Institutions of higher education are encouraged to adopt the course, add accountability measures and any additional assignments you think are needed. A website that can be linked to yours can be used for your assignments and additional resources to deepen and enhance the learning.

Please complete and submit this form if you are able to offer credits for *HeadsUp! Reading*.

College/University: _____	
Contact Person: _____	
Address: _____	
Telephone: _____	FAX: _____
E-Mail: _____	
Course Name: _____	Course # _____ # of Credits _____
Pre-Requisite Courses: (if any) _____	
Course Cost: _____	Other Fees: _____
Course Description: _____ _____	
Facilitator's Name: _____	Phone #: _____
Will the college use the <i>HeadsUp! Reading</i> Website? _____	
If no explain, _____	
How many hours of additional coursework are required? _____	
Who students should call to enroll: _____	
Contact phone #? _____	

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO:

Libby Doggett, Ph.D.

National Head Start Association
1651 Prince Street, Alexandria, VA 22314



